

# Beyond ORGANIZED

Here is a guideline with tips to help your move go smoothly. Depending on the size of your home and the amount of contents you have, you may want to start packing earlier than the timelines suggested below.

## NOTIFY UTILITIES

Notify Utilities to disconnect at current address. Setup new account for new address.

Some utilities will charge extra if you give less than 30 days notice. Record the date you called and the name of the person you spoke with.

- Hydro
- Water/Sewer
- Natural Gas
- Oil/Propane Supplier
- Telephone/Internet
- Cable
- Alarm Company
- Cell Phone
- Insurance Provider
- Notify Credit Cards of address change.
- Submit Change of Address form with Post Office
- Send a group email to family/friends of address/phone # changes and date of move
- Driver Licence must be changed within 5 days of the move.

Pay attention to incoming mail to create a list of who else you need to change your address with.

## 4-6 WEEKS BEFORE MOVING DAY

- Purchase moving supplies: boxes, packing materials, tape, tape gun, markers, etc.
- Most grocery and liquor stores will give you boxes.
- Collect newspaper to wrap glassware.
- Pack as much as you can in the garage, shed, attic, basement/crawlspace.
- Store packed boxes in an easily accessible location.
- Don't forget to label the box (on top and one side works best).
- Keep a tool box handy for moving day.
- Take an overview of the food you have on hand. Start using it up.
- Plan meals around what you have on hand and only buy what you need.
- Designate a room or out of the way area where you can start stacking packed boxes.
- Pick a spot with easy access so that it will take less time to move it out of the house.
- Pack non-essential items. Start with knick knacks, family photos, books, etc.
- Label each box by Room and brief description of contents eg., Livingrm, DVDs
- Tape box closed. Do not overfill.
- Use large boxes for lighter items and small boxes for heavy items.
- Do not mix heavy items with fragile items. Mark FRAGILE on boxes as required.
- Have 2 or 3 boxes in progress to keep similar items together.
- Sort and purge as you go. This is a perfect opportunity to get more organized!

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## 2-3 WEEKS BEFORE MOVING DAY

- Launder and pack all off season clothing.
- Launder and pack excess sheets, towels, etc.
- Pack up bathroom supplies leaving only what you will need
- Tackle the kitchen.
- Pack everything you can live without for the next 2 weeks.
- Wrap and stack plates on their side for safer transport.
- Pack glass snugly. Heavy items in the bottom. Lighter, more fragile on top.
- Label with Kitchen, Good China, FRAGILE
- Clean cabinets and shelves as you go.
- Keep stacking the packed boxes in your designated area

## 1 WEEK BEFORE MOVING DAY

- Finish packing the kitchen.
- Keep one set of dishes/glasses/silverware for each member of the family.
- Make due with a pot or 2, frying pan, coffee pot, and a few utensils.
- Pack any canned goods you will not eat in the next week.
- Pack the cleaning products except what you will need for the move out.
- Inspect the home and pack up anything you will not need prior to the move.
- Clean what you can to lighten the workload on Moving Day
- Wash curtains and pack or rehang if necessary
- Consume as much food as you can and consider ordering Take-out.
- Clean the fridge and stove if they stay.

## MOVING DAY

- Get up early. You have a busy day ahead.
- Greet the movers and show them the designated areas of packed boxes.
- Once they get started, you need to keep ahead of them.
- Take bunches of clothes on hangers and wrap the hanger handles with elastic
- Use the sheets on your bed to wrap the clothes from your closet.
- This keeps them clean during the move and transports the sheets.
- Pack up the odds and ends, kitchen dishes, etc
- Load up fridge contents into coolers and give it a quick wipe
- Inspect the home to make sure you have everything. Check the closets and cupboards.
- Vacuum, clean and be on your way.

Sound like a lot of work? It is. The more you do ahead of time the easier moving day will be. Expect to live in disarray leading up to the move. It's only temporary.

We are here if you decide you need help.